



# EDITH CAVELL PRIMARY SCHOOL

Manton Lane, Bedford. MK41 7NH

Ambitious, Achieving and Nurturing

Headteacher: Miss Heather Cooke

Tel:01234 345636

E-mail [office@ecls.org.uk](mailto:office@ecls.org.uk)

<b>Title and Grade of Post</b>	Mid-Day Supervisory Assistant
<b>Job Purpose</b>	To be responsible, during the midday break, for the safety, general welfare and proper conduct of pupils
<b>Reporting to</b>	Head teacher/Assistant Head teacher/ Senior Midday Supervisor
<b>Hours</b>	12.00 noon to 1.30pm – Term time only plus 5 training days

## **Main Duties / responsibilities of the role:-**

- Supervise all pupils, immediately before, during and after the midday meal.
- Supervise hand washing as required.
- Supervise pupils' orderly entry into the hall from the classroom or the playground.
- Assist pupils where necessary to carry trays to the table and to return empty trays.
- Assist pupils where necessary to open packets, cut up food and give guidance on the proper use of cutlery; assist in the clearance of any spillage etc if required.
- Take such steps as are necessary when pupils are sick, carrying out minor first aid and summoning any assistance needed to deal with injuries or illness.
- Supervise pupils in the playground, or other areas of the school, dealing with any incidents of inappropriate pupil behaviour in line with the school's behaviour policy.
- To liaise with other team members to organise games, events, competitions, etc in the playground at least once a week.
- Organise/play games as appropriate inside school on wet days.
- Inform the class teacher of any minor mishaps or problems
- Promptly inform the senior lunchtime supervisor of any serious incidents
- Attend a termly meeting with the head teacher or member of the Senior Leadership Team (SLT).
- Maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential and sensitive information.

- Participate in annual Performance Management/Appraisal review processes, training and other learning activities as required.
- Be aware of and comply with all school policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned)
- Attend relevant staff meetings and undertake training and development activities.
- Undertake any other duties of a similar level and responsibility as may be required by the Headteacher.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

*June 2018*

*Edith Cavell Primary School is committed to safeguarding and promoting the welfare of all children and young people and expects all staff and volunteers to share this commitment.*

I understand and agree to the terms of this job description

Signed:- \_\_\_\_\_

Date:- \_\_\_\_\_